Contents

Introduction 5

Introducing the StarTAC® Clip-On Mobile Organizer 5

Chapter 1

Getting started 7

Using the StarTAC Clip-On Mobile Organizer 7
Getting started with the Setup Wizard 8

Chapter 2

About the StarTAC Clip-On Organizer 13

Calling with the StarTAC Clip-On Mobile Organizer 13
Using the StarTAC Clip-On's call memory 13
Using Contacts 14
Changing views 14
Sorting cards 15
Changing the telephone number display 15
Editing your Contacts 16
Using the Calendar 19
Changing views (Daily, Weekly, Monthly) 19
Using reminder alarms 19
Viewing events 19
Editing your Calendar 20
Using To Do Lists 22
Checking off completed items 23
Creating To Do items 23
Using Memos 25
Creating QuickNotes 25
Using Time Zones 26
Changing cities and time zones 27
Setting the clock 27
Using alarms 28
Understanding time zones and travel 28
Using Preferences 28
Synchronizing with the Clip-On 30

Chapter 3
Setup and product care 31

Getting connected . . . 31
Installing new batteries . . . 32
Product care . . . 33

Chapter 4
TrueSync Desktop and TrueSync Plus 35

Introducing TrueSync technology . . . 35
Requirements . . . 36
Installing the product . . . 36
The Readme file . . . 37
Registering . . . 37
Uninstalling your product . . . 38
Starting TrueSync Desktop . . . 38
Starting TrueSync Plus. . . . 39
About the documentation . . . 39
Using online help . . . 39
For more information . . . 39

Chapter 5
Synchronizing 41

Setting up TrueSync . . . 41
Using the TrueSync Setup Wizard . . . 42
Synchronizing . . . 44
Changing the TrueSync setup . . . 45
Changing synchronization options . . . 46
Selecting what to synchronize . . . 46
Selecting files, folders, or categories . . . 47
Selecting and mapping Contacts fields . . . 48
Changing your preferences . . . 48
Using QuickLists . . . 49
Using the Synchronization Log . . . 49
Setting up multiple users. . . . 49

Chapter 6
TrueSync Desktop 51

Using TrueSync Desktop's features 51
Shortcut menus 52
Customizing the Toolbar 52
Setting preferences 52

Chapter 7
TrueSync Desktop: Calendar view 55

Using the Calendar view 55
Viewing your Calendar 56
Selecting dates in the Daily view 57
The Weekly and Monthly views 57
The Yearly View 58
Scheduling events 58
When you travel: changing time zones 59
Entering To Do items and calls 60

Chapter 8
TrueSync Desktop: Contacts view 61

Using the Contacts view 61
Cardfile basics 61
Creating a cardfile 62
Adding cards 63

Chapter 9
TrueSync Desktop: Memos view 65

Using the Memos view 65
Memo files, folders, and memos 66
Creating memos 67
Changing margins and tabs 67

Chapter 10
TrueSync Desktop: EarthTime view 69

The EarthTime map 69
Selecting cities 70

Changing the Local Time 71
Changing the Home Clock. 71

Chapter 11
TrueSync Desktop: Printing 73

Using the Printing options 73
Calendar printing 73
Printing in the daily format 74
Printing different formats 74
Printing in Contacts view 74
Printing labels, address book pages, and envelopes 75
Printing in the Memos view 76

Index 77

Introduction

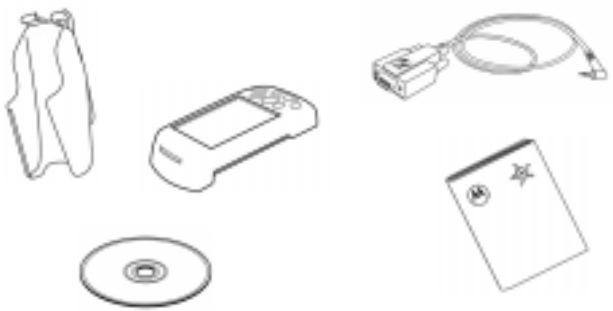
Introducing the StarTAC® Clip-On Mobile Organizer

Congratulations on your purchase of the StarTAC Clip-On Mobile Organizer. Attaching directly to your StarTAC phone, the StarTAC Clip-On enables you to store, view, and edit thousands of names, numbers, appointments, notes, and tasks in a space smaller than the average wallet.

To dial a number, select a contact on your Clip-On and press the Call button. The Clip-On promptly dials the number for you.

In addition, the Clip-On can be easily customized to work the way you do: go to the Preferences screen, and choose whether you want to operate it with your right hand or left hand.

You can add contacts, names, tasks, and events on your Clip-On, and then synchronize to a personal information manager (PIM), such as TrueSync® Desktop, and/or a handheld device. TrueSync Desktop is an easy-to-use personal information manager that is included with your purchase. To learn more about TrueSync Desktop and how to synchronize, see Chapters 5 and 6.



Starfish updates its synchronization accessors frequently, to ensure that customers can synchronize with the most recent releases of popular software organizers and devices. For all the latest Starfish news, visit www.starfish.com.

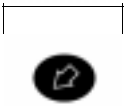
1

Getting started

Using the StarTAC Clip-On Mobile Organizer

This chapter describes the special features of the StarTAC Clip-On. To turn on the Clip-On, press any of the seven keys described in the table below.

Icon	Name	Description
	Home	Press Home to go up one level; press and hold again to return to the main (Home) screen.Press and hold Home for a few seconds to turn off the Clip-On.
	View	Press the View key to see a menu of current options, such as Daily, Weekly, and Monthly views in the Calendar.
	Select	Press the Select key to choose an option.
	Edit	Press the Edit key to add or edit contacts, tasks, or events.
	Call	With the phone correctly attached and turned on, select a phone number and then press the Call key to place a call. You can initiate a call from any screen that displays a phone number.

Icon	Name	Description
	Back/Up	Press the Back/Up and Next/Down keys to scroll or move the highlight through a list or screen.
	Next/Down	In Edit mode, you can use these arrow keys to move from one letter or number to another.

Using the Home screen:

Press or hold the Home key until the Home screen appears. From the Home screen, use the:

- Up and Down keys to highlight the icons.
- Select key to enter a module.
- View key to check the owner information.

The status bar at the bottom displays labeled icons that tell you which functions you can perform from that view. For example, in the Welcome screen of the Setup Wizard, shown below, the status icons tell you to press the Home key to exit the Setup Wizard, or the Next/Down key to continue.

Getting started with the Setup Wizard

When you first turn on the Clip-On, the Setup Wizard will help you get started.

Press the Next/Down key to continue.

The second Wizard screen lets you select your profile. Your selection determines which set of pre-defined lists is offered

when you add a new event, contact, or task. These lists will be updated as you enter new information.

You can change your profile later in the TrueSync Desktop software. For details, refer to the TrueSync Desktop help system.

Press the Select key to enter your choice. If you want to return to the previous screen, press the Home key.

The third Wizard screen confirms your profile selection.

Use the Edit key if you want to change your profile, then press the Next/Down key to continue.

Next, enter your first name, using the arrow keys to select the letters of your name. To scroll quickly, hold down one of the arrow keys.

After you have highlighted a choice, press the Select key. If you make an error, select Erase. If you want to enter numbers,

press the View key. To return to letters, press the View key again.

When your first name is spelled correctly, press the Edit key.

Now enter your last name, using the keys described previously.

When your last name is spelled correctly, press the Edit key.

After checking your entries to make sure they are correct, press the Next/Down key.

The next task is to customize the time zone setting. Use the arrow keys to select a city in your time zone.

Press the Select key to continue with the Wizard.

To enter the correct date, use the arrow keys to select the month, and then press the Select key. Then use the arrow keys

to select the correct day, pressing the Select key to enter your choice. Follow this same procedure to enter the year.

Press the Select key to enter your choice.

After you have entered the year, select the time, then press the Select key when you have finished.

The next screen shows a summary of your settings. If they are correct, press the Next/Down key to continue.

Now press the Select key, and you are ready to start using the StarTAC Clip-On.

2

About the StarTAC Clip-On Organizer

Calling with the StarTAC Clip-On Mobile Organizer

Initiating a telephone call is easy, because you can place your call from any view: Contacts, Calendar, To Do, or Memos. Just highlight the telephone number that you want to dial and press the Call key. You will then see a dialog displaying the telephone number being dialed, as shown below.

You can view the number that is being dialed.

To cancel a call (for example, if you receive a busy signal or the phone rings numerous times without a response), press End on the telephone or close the phone.

Using the StarTAC Clip-On's call memory

Press the Call key at the Home/Main screen to view a dialog displaying a list of the ten most recently dialed telephone numbers. To call one of those numbers, highlight it, and then press the Call key to dial that number.

Using Contacts

Using Contacts, you can view and create cardfiles containing information such as names, phone numbers, and addresses.

You can also make telephone calls quickly and easily, as described earlier in this chapter. To enter the Contacts module from the Home screen, highlight the Contacts icon, and press the Select key.

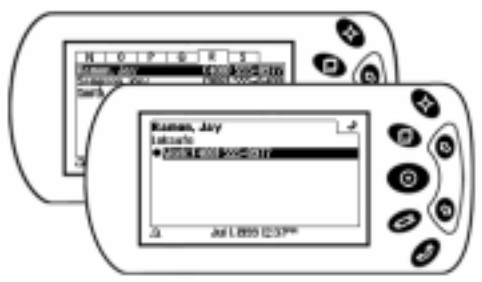
Changing views

You will see a cardfile name or “All Cards” at the top right of the screen. “All” means that you are viewing all the cardfiles that were synchronized. (If you have only one cardfile category or the Contacts modules does not contain any cardfiles, “All” will not appear.)

Now you can:

- Choose a cardfile by pressing the View key, highlighting the desired cardfile with the Up or Down key, and then pressing the Select key to make your choice.
- Scroll through the alphabetical tabs of a cardfile with the Up or Down key.
- Go to a specific lettered tab by pressing the Select key, and then using the Up or Down key. You can view a specific card by pressing the Select key, and then using the Up or Down key. Press the Select key again to view the details, and the View key to switch between the address, telephone number, and note views of the card. The views are indicated

at the top right of the cards by telephone, house, envelope, and notebook icons.



The telephone icon indicates that you are viewing telephone information.

If the contents of a cardfile field are too long to display, you will see three dots (...) at the end of the text to indicate that additional information can be viewed. To view the entire field if it is a number, highlight the number, and press the Select key. If it is a text field, use the Up or Down key to scroll.

Sorting cards

You can sort cards in cardfiles alphabetically by last name, first name, or company. When you synchronize the Clip-On, the order is reset to the last name.

To sort cards:

1. In the Contacts module, press the View key. The menu appears. Highlight Sort Order, and press the Select key.
2. Use the Up or Down key to move the highlight to the field by which you want to sort. Press the Select key to choose the sort order.

Changing the telephone number display

You can determine which telephone numbers, e-mail addresses, and Web site addresses appear on the alphabetically tabbed cardfiles view.

To change the information displayed in the Contacts index view:

1. In the Contacts module, use the Up or Down key and the Select key to go to a specific lettered tab.
2. Press the Select key, and then use the Up or Down key to highlight a specific card. Press Select again to view its details.
3. Use the Up or Down key to highlight the field that you want. You may need to press the View key to move to the correct field. (You are in the telephone field if you see a telephone icon at the upper right corner of the card). Then press the Edit key, and select “Display This Number.” (This option appears only if there are multiple entries.)
4. Press the Select key to choose the field.

The selected item now appears after the name in the tabbed cardfiles view.

Editing your Contacts

You can create, edit, and delete Contacts by selecting Edit mode and using the Clip-On’s Wizards. In addition, you can set up a meeting or a telephone call from within a contact in Edit mode.

To create a new Contact:

1. Press the Edit key in Contacts, or in the Home screen.
2. Use the Up or Down key to highlight the New Contact option, and press the Select key.

Press the Select key after highlighting New Contact.

3 Use the Up or Down key to select the type of Contact that you want. The Contact types are Business Contact, Personal Contact, and Company; the fields will vary, depending on the type of contact that you choose.

Choose the Contact type, and press the Select key.

4 Now enter the contact's first name. If the Contact is a Company Contact, enter the name of the company. Use the Up and Down keys to move from one letter to the other, and use the Select key to enter each letter. To change to numbers, press the View key. Press the View key again to move back to letters. When you are finished, press the Edit key.

5 Enter the Contact's last name and press the Edit key when you are finished. (If it is a Company Contact, this screen will not appear.)

6 Now choose the category for your new Contact. If there are no categories, or only one category, this Wizard screen will not be displayed.

7 Confirm the contact name by pressing the Down key. If you want to make a change, press the Edit key.

8 Depending on your selections, you may be asked to enter company information for the new Contact. Choose how to specify the company, then press the Select key. If you choose "Company in Contacts" use the Up or Down key to scroll through the alphabetical tabs of a cardfile. You can use the Select key, and then the Up or Down key, to go to a specific lettered tab. Press the Select key, and then use the Up or Down key, to go to the card for the company. Press the Select key to enter your choice.

9 Confirm the company name by pressing the Down key. If you want to make a change, press the Edit key.

10 Next comes the contact's information. Use the Up or Down key to scroll and select the desired contact method, such as Work Fax. Then enter the phone number, e-mail address, or Web site address. If you enter a telephone number without hyphens or parentheses, such as "18001003000," the Clip-On will auto-format it for you, adding hyphens and parentheses as needed.

11 Confirm the contact information by pressing the Down key. To change it, press the Up key, or the Edit key.

12 At the Contact Summary page, press the Select key to accept the new contact and add it to the Clip-On.

To remove a Contact:

1 Highlight the Contact, and then press the Edit key.

2 Use the Down key to move the highlight to Remove, and press the Select key. You will be asked to confirm the deletion of this contact. Highlight Yes and press the Select key to complete the removal; highlight No and press the Select key to keep the Contact.

To set up a meeting or telephone call with a Contact:

1 Highlight the Contact, and then press the Edit key.

2 Choose meeting or call from the menu, and press the Select key.

3 Next, select a meeting date (or a due date for a call). If you choose "Specific Date," use the next Wizard screen to choose the month, date, and year. Use the Up or Down key to scroll through each field; move from field to field by pressing the Select key. For example, if you have used the Up or Down key to move the month to "Jan," and then press the Select key, the highlight will move to the date field. Press the Home key to undo your selection in a field.

4 If you are setting up a meeting, after you enter the date, enter a meeting time. Then enter the End time.

5 You also have the option of choosing a reminder for a meeting.

6 The Summary screen will then conclude this task. If you view the Summary screen and want to make a change, press the Home key.

Using the Calendar

Using the Calendar, you can view, modify, delete, and create appointments, birthdays, holidays, and other events. To enter the Calendar module from the Home screen, highlight the Calendar icon, and press the Select key.

Changing views (Daily, Weekly, Monthly)

To move from the Daily to the Weekly to the Monthly areas of your Calendar, press the View key. You will see a menu of your options. Highlight the desired view, and press the Select key.

Using reminder alarms

You can set an alarm for an event in your personal information manager, such as TrueSync Desktop. Then synchronize your desktop Calendar to the StarTAC Clip-On. Wherever you are, the Clip-On alarm will then remind you of that event. When an alarm sounds, go to the Home screen to read the reminder details. Press any key to turn off the alarm. Press the Home or Select key to clear the reminder notice.

Viewing events

Use the:

- Up or Down key to move to the next or previous day, week, or month, depending on the view.
- Select key, then the Up or Down key to highlight a Calendar event. Press the Select key again to see the details of a highlighted event. Use the Up or Down key to scroll through the details.

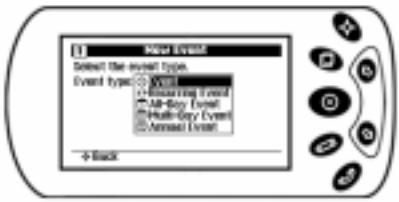
- View key to bring up a menu of options.

Editing your Calendar

You can create, modify, and delete Calendar events by changing to Edit mode and using the Clip-On's Wizards.

To create a new event:

1. Press the Edit key in the Calendar module, or in the Home screen.
2. Choose the new event type by highlighting it using the Up or Down key, and then pressing the Select key.



Select the Event Type from the list.

3. The next Wizard screen will vary, based on the profile you chose during the StarTAC Clip-On Setup. It will show a pre-set QuickList of events.

   Use the Up or Down key to choose from the list, and then press the Select key.
4. Confirm the event's type and subject by pressing the Down key.
5. Depending on your selections, you may now be asked to select a participant. If you choose to select a participant from your Contacts, use the Up or Down key to scroll through the alphabetical tabs of a cardfile. You can use the Select key, and then the Up or Down key, to go to a specific lettered tab. Press the Select key, and then use the Up or Down key, to go to the card for the participant whom you want to add. Press the Select key to enter your choice.

6 To confirm the participant, press the Down key.

7 Next, select the event date with the Up or Down key. Use the Select key to tab from the month to the day to the year. Press the Select key again when the date is correct. If you are creating an event with a time, you will also need to select the start and end times.

8 To confirm the date, press the Down key.

9 Depending on the event, you may have the opportunity to set a reminder alarm. (See the section above on Reminder Alarms.)

10 If you are creating a recurring event, such as an Off-Site meeting, you can choose the recurrence pattern. The follow-up meetings are automatically entered, based on the selected recurrence pattern.

Use the Up or Down key to scroll through the list and highlight a recurrence pattern. Press the Select key to enter your choice.

If you select a recurrence pattern, you must select the duration, such as "2 Weeks." Highlight a duration, and press the Select key to enter your choice. Confirm the recurrence pattern, and press the Edit key to move to the next screen.

11 Press the Select key to accept the Event summary.

To follow up, reschedule, or cancel an event:

1 Go to the event in your Calendar, and highlight it by pressing the Select key.

2 Press the Edit key, and then highlight the desired option: "Follow up" creates a new meeting; "Reschedule" moves the original meeting's date. Press the Select key.

3 If you are:

- following up or rescheduling an event, choose the new date and/or time, and press the Select key to enter your selection.

- canceling an event, you will be asked if you are certain that you want to delete the event. Highlight Yes, and press the Select key to remove the event, or No to keep the event.

To go to a linked Contact in an event:

1. Highlight the event in your Calendar by pressing the Select key.
2. Press the Edit key.
3. Select Find in Contacts.

Using To Do Lists

Using the To Do lists, you can view tasks, calls, and overdue items. You can also create, reschedule, delete, and check off To Do items. In addition, you can make calls from To Do lists.

To view To Do items:

1. From the Home screen, highlight the To Do icon, and press the Select key.
2. You will see a list of your To Do items. Highlight a To Do item, and press the Select key, to see the details of that item.

Highlight an item, and press the Select key to see the details.

3. After viewing the details, press the Home key to return to the To Do list.
4. To see a list of your options in the To Do module, press the View key. Use the Up or Down key to choose which To Do items you want to view, and press the Select key.

Checking off completed items

You can check off a To Do item as completed. Then, when you synchronize to your desktop application, your To Do item will be checked off there as well.

To check off completed To Do items:

1. Highlight the item by pressing the Up or Down key, and then press the Select key to move to the Details of that item.
2. Press the Edit key.
3. Check Off is highlighted in the menu. Press the Select key to check off the item. (If the item that you check off was overdue, it will be removed from the Overdue Tasks List.)

Creating To Do items

You can create To Do items, including tasks, calls, and deliverables.

To create a To Do item:

1. Press the Edit key, highlight New To Do, and press the Select key.
2. Highlight the type of To Do from the menu, and press the Select key.
3. Select the To Do item subject. The list of subjects will vary, based on the To Do type and the profile you chose during the StarTAC Clip-On Setup. Press the Up or Down key to scroll through the list of subjects and highlight your choice. Press the Select key to enter your choice.

Highlight the subject, and press the Select key.

4 The Confirmation screen appears. Press the Down key to accept your selection, or press the Edit key to change it.

5 Select a due date, if desired. If you select “Specific date” from the menu, you can enter a month, day, and year in the next Wizard screen.

6 If you chose Specific Date, use the next Wizard screen to choose the month, date, and year. Use the Up or Down key to scroll through each field; move from field to field by pressing the Select key.

7 Confirm the due date by pressing the Down key. To change your selections, press the Edit key or the Up key.

8 At the Summary screen, press the Select key to enter your new To Do item. Press the Up key if you want to return to a previous Wizard screen.

To reschedule or remove a To Do item:

1 Highlight the To Do item with the Up or Down key.

2 Press the Edit key, and then highlight the Reschedule or Remove option. Press the Select key.

3 If you are rescheduling the To Do item, use the Up or Down key to choose the new date, and the Select key to enter your selection.

4 If you selected Specific Date from the menu, use the Up or Down key to change to a different month, day, and/or year. Press the Select key to move from field to field.

To go to a Contact included in a Call:

1 Go to the detailed view of the Call.

2 Press the Edit key.

3 Select Find in Contacts.

4 The card for the Contact included in that Call appears.

Using Memos

You can read Memos or create QuickNotes. QuickNotes are single lines of text that, when synchronized, become the title of a Memo in your desktop application. You can create a QuickNote to remind you of a key phrase, event, or To Do item.

You can add to a QuickNote at any time. However, other than the ability to append to your notes, you cannot edit a completed QuickNote by changing text or deleting text at a later date. If you want to edit it, synchronize the QuickNote to TrueSync Desktop or another PIM. Edit it in that information manager, and then re-synchronize.

To view or remove Memos and QuickNotes:

1. At the Home screen, highlight the Memos icon, and press the Select key. A list of your Memos, including your QuickNotes, will appear. Highlight an item, and then press the Select key to read it, using the Up or Down key to scroll. Press the Home key to return to the Memos list.
2. To see a list of all your options in the Memos module, press the View key. Highlight Remove to delete a memo or QuickNote.

Creating QuickNotes

To create a QuickNote:

1. Press the Edit key, highlight New QuickNote, and press the Select key.

2 Enter the text of the QuickNote.

Press the Select key to enter each letter or number.

3 Use the Up and Down keys to move from letter to letter. Press the Select key after each letter that you want to enter. Press the View key to change to Numbers, and to return to Letters. You can also move the highlight to Erase a letter or number, and to add a Space or a period (.). Press the Edit key when you are done.

4 Select the Filing Category from the list, using the Up and Down keys to move from category to category. Press the Select key when the desired category is highlighted.

5 The Confirmation screen appears. Press the Select key to accept your selection, or press the Edit key to revise it.

6 If you have entered too many letters to view, the truncated QuickNote will appear in the list of Memos followed by three dots (...) at the end of the text.

To add to a QuickNote:

1 Highlight the QuickNote with the Up or Down key.

2 Press the Edit key, and then highlight the Append option. Press the Select key.

NOTE Appending to a QuickNote adds new text; you cannot edit existing text by selecting Append.

Using Time Zones

The Clip-On has two clocks: the Home clock, which shows the time and date in your home city, and the World clock, which

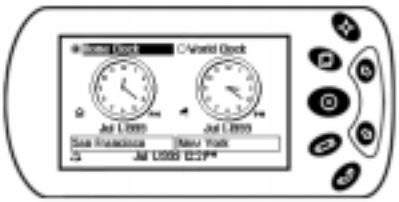
can show the times and dates in other cities around the world. To display the clocks, highlight the Time Zones icon, and press the Select key.

When you select a clock, by highlighting it, that clock's time becomes your Local Time. The status bar time will change accordingly.

Changing cities and time zones

You can change both the Home and World clocks to show different cities and/or time zones.

1. Move from the Home Clock to the World Clock by using the Up or Down key.
2. Press the Select key to change to a different city or time zone.
3. Use the Up or Down key to highlight your new choice, and press the Select key.



Use the Up or Down key to select the new time zone, and then press the Select key.

Setting the clock

To change the clock settings:

1. In the Time Zones module, press the View key.
2. Select Set Clock from the menu by using the Up or Down key, and then press the Select key.

Using alarms

To activate or change an alarm:

- In the Set Clock screen, use the Up or Down key to move from Alarm to Alarm Time. When you have highlighted the field that you want to change, press the Select key.
- To activate or change the alarm, use the Up or Down key to move through the list to the alarm frequency that you desire. Then press the Select key. If you select *Daily*, an alarm will sound every day at the specified time. If you select *Once*, an alarm will sound only at the next occurrence of the specified time.
  - If you are changing the alarm time, use the Up or Down key to change the hours, minutes, and/or PM or AM entries. Press the Select key to move from field to field.
  - If you are changing the clock time, use the Up or Down key to change the month, date, year, and/or time. Press the Select key to move from field to field.

Understanding time zones and travel

When you change the time zone of the currently selected clock, the calendar events automatically change to reflect the new time zone. For example, an appointment scheduled for 2 p.m. in New York changes to 11 a.m. when Los Angeles is selected.

Using Preferences

Preferences include the Time Display, Date Display, Day Start, Alarm Sound, Key Clicks, Auto Shut-Off, Contrast, and Hand. You can also set your password and clock, or view device information, such as the amount of free memory, in the Preferences module.

If you change the Hand setting, you can instantly begin operating the Clip-On to suit your needs: it automatically adapts itself to either right-handed or left-handed use.

To change your preferences:

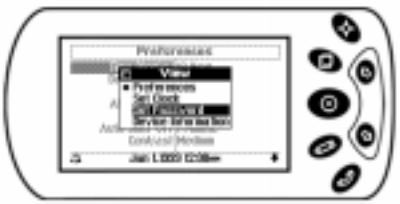
1. From the Home screen, highlight the Preferences icon, and press the Select key. In the Preferences screen, use the Up or Down key to move from one field to the next.

You can use the Up or Down key to move from one field to another.

2. When the field that you want to change is highlighted, press the Select key. You can then use the Up or Down key to scroll through the list. When the choice that you desire is highlighted, press the Select key.

To change your password:

1. Press the View key in the Preferences module. Use the Down key to highlight the Set Password option, then press the Select key.
2. Press the Down key to move to the Password option, then press the Select key.



You can use the Up or Down key to move from one field to another.

3. To set a password, press five keys. You can choose any order or combination of keys that you desire. When you have pressed five keys, you will return to the Set Password Screen.

4 If you want to have the Clip-On password-protected, choose an option other than Disabled in the Password Lock field. When you set a password, the Password Lock option changes to Always.

To view the device information:

1 Press the View key in the Preferences module, and highlight Device Information in the menu. Press the Select key.

2 You can now view details about your Clip-On. Press the View key, and use the menu to return to the Preferences screen, or to set your clock or password.

Synchronizing with the Clip-On

You can quickly and easily synchronize data from a desktop application, such as TrueSync Desktop, with the Clip-On. For details on using TrueSync Desktop and synchronizing, please read Chapters 5 and 6.

NOTE If you have a password enabled on the Clip-On, you will need to click the five-key password combination, and click OK to start the synchronization process. For details on setting your password, see “Using Preferences” on page 28.

3

Setup and product care

Getting connected

To set up your StarTAC Clip-On Mobile Organizer for synchronization, you will need to:

1. use the cable included with your purchase and connect it to your computer, and
2. connect the StarTAC Clip-On to your telephone.

These steps are described below. (For details on system requirements, please read “Requirements” on page 36.)

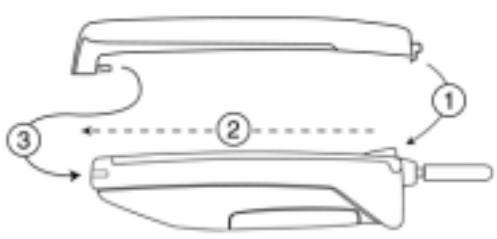
To connect the Clip-On to your computer:

1. Connect the cable to the Clip-On and your computer.
2. You should hear a connection tone.

.To connect the Clip-On to your telephone:

1. The Clip-On uses the auxiliary battery connector on the back of the phone. Insert the spring clip on top of the Clip-On into the connector, and pull it down (the clip is spring-loaded).
2. Insert the connector on the bottom of the Clip-On into the connector on the StarTAC telephone.

3 Apply light pressure to ensure that it is firmly attached.



To remove the Clip-On:

1 Pull the device down and away from the phone.

2 Lift the device's hook out of the slot on the back of the phone.

NOTE If you are using vibration mode with an analog phone, vibration mode will be turned off when you connect the Clip-On with your phone.

Installing new batteries

The Clip-On is powered by two CR2430, 3-volt batteries, which can last for up to nine months of average use.

NOTE If you see a message, "Battery is low," it is important to replace the batteries promptly.

To remove the old batteries and install new batteries:

1 Turn over the Clip-On.

2 Slide the door open.

3 Insert a new battery, with the positive (+) side facing the front of the Clip-On.

4 Carefully close the battery compartment door until it snaps shut.

Product care

If the screen of the Clip-On becomes smudged or dusty, apply eyeglass cleaning fluid or isopropyl alcohol to a clean cloth and gently wipe the screen clean.

4

TrueSync Desktop and TrueSync Plus

Introducing TrueSync technology

Both TrueSync Desktop and TrueSync Plus use Starfish's TrueSync technology, which helps you keep your information current and accessible anywhere.

TrueSync Desktop is a full-featured personal information manager (PIM) for your contact names and addresses, calendar events, tasks, calls, and memos. TrueSync Plus provides direct synchronization among your desktop applications, devices, and/or services. Both software programs accompany your purchase.

You can import your data from another PIM into TrueSync Desktop, and then synchronize using TrueSync Desktop. Or, if you prefer to synchronize directly from another PIM such as Outlook, you can use TrueSync Plus. Either choice provides complete and reliable synchronization.

For details on supported applications, devices, and services, please visit the Starfish Web site:
http://www.starfish.com/products/products.html

Instructions for setting up TrueSync and synchronizing are provided in "Synchronizing" on page 41.

Requirements

Before you install TrueSync Desktop or TrueSync Plus, make sure that you have the necessary hardware and software listed here. Some features may require special configurations.

To use TrueSync Desktop or TrueSync Plus, you need:

- A computer running Windows 95, Windows 98, or Windows NT 4.0 workstation (U.S. English version)
- A minimum of 15 MB hard disk space for installation of either TrueSync Desktop or TrueSync Plus (including 1 MB of temporary space on the same drive as your Windows directory for installation)
- 256-color VGA video and monitor
- An MPC 2 Compatible CD-ROM drive
- A pointing device compatible with Windows 95, Windows 98, or Windows NT 4.0
- A sound card and speakers, required to play sounds (.WAV files) for appointment alarms
- A printer supported by Windows 95, Windows 98, or Windows NT 4.0, required to print from TrueSync Desktop

Installing the product

As with any product, Starfish recommends backing up your data files before installation and periodically as you continue to use the product. For help backing up your data, please visit the Starfish Web site:

http://www.starfish.com/service/backup/

Upgrade information

TrueSync Information Manager users: Installing TrueSync Desktop upgrades TrueSync Information Manager to TrueSync Desktop.

Sidekick 99 users: Installing TrueSync Desktop upgrades Sidekick 99 synchronization files so you can continue using Sidekick 99. You cannot run both Sidekick and TrueSync Desktop at the same time.

To install TrueSync Desktop or TrueSync Plus

1. Insert the TrueSync Desktop CD-ROM in your CD-ROM drive.

NOTE When you insert the TrueSync Desktop CD-ROM into your CD-ROM drive, the installation should launch automatically. If it does not, follow the steps below.

2. Click Start on the Windows taskbar and then choose Settings | Control Panel.
3. Double-click Add/Remove Programs.
4. Click the Install button.
5. At the "Install Program From Floppy Disk or CD-ROM" screen, click the Next button.
6. If necessary, use the Browse button to locate the program SETUP.EXE on the CD-ROM.
7. To begin the installation, click the Finish button, or click SETUP.EXE and then click the Open button.

The Readme file

Any last-minute changes or additions to TrueSync Desktop or TrueSync Plus are documented in a Readme file. View the TrueSync Desktop Readme file by clicking the Windows Start button and choosing Programs | TrueSync Desktop | Readme. To see the TrueSync Plus Readme file, click the Windows Start button and choose Programs | TrueSync Plus | Readme.

Registering

Be sure to register TrueSync Desktop and TrueSync Plus so that you can receive product information and support.

Uninstalling your product

If you want to remove TrueSync Desktop or TrueSync Plus from your computer, use the uninstall program, which permanently removes all of the product's program files and entries in the Windows Registry. If you have information files in the TrueSync Desktop folder (usually Program Files\Starfish\TrueSync Desktop\Userdata), it does not remove them. You can preserve these files or remove them manually.

To remove the software from your computer

1. Click Start on the Windows taskbar. Choose Settings | Control Panel.
2. Double-click Add/Remove Programs.
3. Choose TrueSync Desktop or TrueSync Plus from the listed applications.
4. Click the Add/Remove button.
5. Click the Yes button.
6. Back up any data you want to keep, and then delete the TrueSync folder (usually Program Files\Starfish\TrueSync).
7. Restart Windows.

Starting TrueSync Desktop

After you complete the installation, click the Windows Start button and choose Programs | TrueSync Desktop | TrueSync Desktop. The first time you start TrueSync Desktop, the Setup Wizard helps you provide information about your name, company, and time zone.

Fill in the information in each panel of the Setup Wizard and click Next to continue. You can click Back if you need to change the information in an earlier panel. If you need assistance, click the Help button in any Wizard panel.

Starting TrueSync Plus

Instructions for using TrueSync Plus are provided in "Synchronizing" on page 41.

About the documentation

This *User's Guide* provides installation instructions, a guide to synchronizing, and an overview of TrueSync Desktop.

The *Troubleshooter Guide* helps you get started and provides access to online resources, including technical support information. To view the *Troubleshooter Guide*, choose Help | Troubleshooter or click Start in the Windows Taskbar and choose Programs | TrueSync Desktop | TrueSync Desktop Troubleshooter. The Troubleshooter is an HTML document and starts in your browser.

NOTE The illustrations in this guide are intended as examples. What you see on your screen may differ, depending on factors such as the software version and information that you have entered.

Using online help

Both TrueSync Desktop and TrueSync Plus include detailed online help systems. To open Help, press *F1*, or choose Help | Topics.

For more information

For technical support and ordering help, refer to the Readme file (see "The Readme file" on page 37).

5

Synchronizing

Use Starfish TrueSync to synchronize your contact information, calendar events, tasks, and memos quickly and easily among your desktop applications, devices, and services.

You can synchronize using TrueSync Desktop or, if you prefer to synchronize from another personal information manager such as Outlook, you can use TrueSync Plus. Either choice provides complete and reliable synchronization.

To prepare for synchronization:

- If you want to use TrueSync Plus, right-click the TrueSync launcher icon in the Windows taskbar, and click Configure.
- If you are using TrueSync Desktop, click the TrueSync icon on the Deskpad or choose View | TrueSync.

To establish which data to synchronize, you will then use the TrueSync Setup Wizard to select your synchronization options, as explained in the next section, “Setting up TrueSync”.

Setting up TrueSync

Before synchronizing for the first time, you must complete the TrueSync Setup Wizard, which assists you in specifying:

- which clients you want to synchronize (a client is any device, service, or desktop application supported by TrueSync).

- specifics about each client, such as where to find the data for each desktop application, how you connect to your service, and how you connect your device to your computer.
- which folders or categories you want to synchronize.

Using the TrueSync Setup Wizard

After you have made your choices in each TrueSync Setup Wizard panel, click the Next button to continue, or the Back button to return to a previous panel:

1. First, you see the Welcome panel.
2. Select your desktop application, such as TrueSync Desktop or Outlook.
3. Specify the location of your application's data. The default user data folder is displayed; choose that unless you have stored your data in another location (depending on the application, you may have the option to select another folder by clicking the Browse button).
4. Select the device that you want to synchronize.
5. Depending on the device you chose in step 4, you may be prompted to specify how you will connect your device to your computer.
6. If you use a service, you may be asked whether you want to synchronize with that service.
7. Depending on the service you chose in step 6, you may need to enter the service ID, password, and connection method.
8. You are prompted to connect your device to your computer. After the device is connected, click Next.

   TrueSync reads the data from the clients you have chosen. No data transfers or changes take place during this step.
9. Select your country, and a city that indicates your time zone.

   The next step begins your selections of files, folders and categories to synchronize, starting with Contacts data. To learn how to select items to synchronize, see "Selecting

files, folders, or categories" on page 47. Please note that you can change your choices at any time after you have completed the Setup Wizard.

10 Specify which Contacts fields you want to synchronize. For details, see "Selecting and mapping Contacts fields" on page 48.

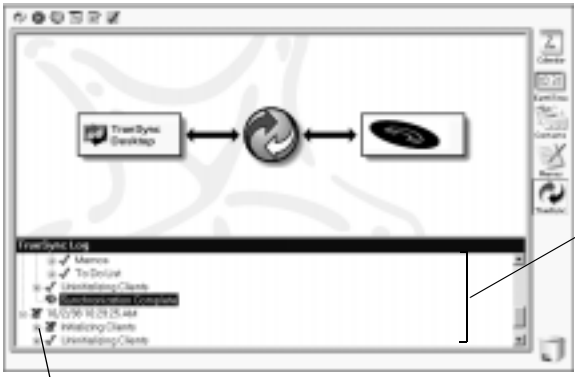
11 Specify the Calendar files or folders you want to synchronize.

12 Specify the Memos files or folders you want to synchronize.

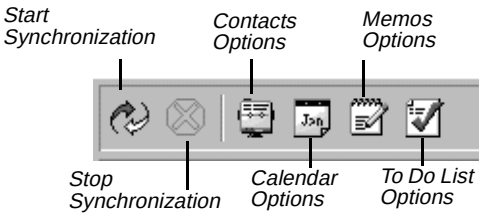
13 Specify the To Do list files or folders you want to synchronize.

14 When you are satisfied with your selections, click Finish to display the TrueSync window. You can change your

setup at any time as described in “Changing the TrueSync setup” on page 45.


Click the TrueSync icon to synchronize.
The Synchronization Log shows you the results of your synchronizations.
Click the plus signs (+) to expand the log entries. Select an error message and press F1 for help.

Below is a magnified view of the TrueSync Toolbar.



Synchronizing

When you perform the first synchronization between two clients, it is recommended that you **overwrite** the data in one of the clients to avoid duplicate records. To learn how, see “Changing synchronization options” on page 46.

To synchronize:

1. Connect your device to your computer.
2. Click the TrueSync icon in the center of the TrueSync window.

3 If you are synchronizing with a client that is password-protected, you may be prompted to enter your password.

NOTE Do not disconnect your device from your computer during a synchronization.

See the Synchronization Log for status and information about the synchronization. See "Using the Synchronization Log" on page 49.

NOTE If you cancel an in-progress synchronization by clicking the Stop Synchronization toolbar button, wait until the synchronization has halted before closing TrueSync Desktop or the TrueSync window. The cancellation process may take some time to complete.

Changing the TrueSync setup

At any time after you have completed the TrueSync Setup Wizard, you can:

- add or remove clients.
- change the synchronization options for each client.
- select the data types to synchronize (data types are Calendar, Contacts, Memos, and To Do items).
- change the files, folders, or categories to synchronize.
- specify which Contacts fields to synchronize and how those fields map to corresponding fields in other clients.

To add a client to your configuration:

Add a client to your configuration using the Client | Add menu option. You will be prompted to specify details about each client, such as which folders or categories to synchronize.

After a client is added, it is represented in the TrueSync window with an icon.

To remove a client:

Choose Client | Remove. Select the client and click the Remove button.

Changing synchronization options

To change how a client will be synchronized:

Choose Client | <*clientname*> options to display the client's Options Page. Use this page to specify how the client's data will be synchronized. For details about the synchronization options, click the Help button on the Options Page.

Select Do not synchronize to exclude the client (TrueSync Desktop in this example) from synchronizations.

Select Synchronize to synchronize this client's data with data from one or more other clients. Records may be added, deleted, or modified on this client.

Select one of the overwrite options to overwrite this client's data with data from one or more other clients.

Selecting what to synchronize

To specify which data types to synchronize:

All data types (Calendar, Contacts, Memos, To Do items) will be synchronized unless you specifically exclude them.

To exclude a data type from synchronization, choose Data | <*datatype*>, and check the "Do not synchronize <*datatype*>" option. The data type will be excluded from each synchronization until you uncheck the option.

Selecting files, folders, or categories

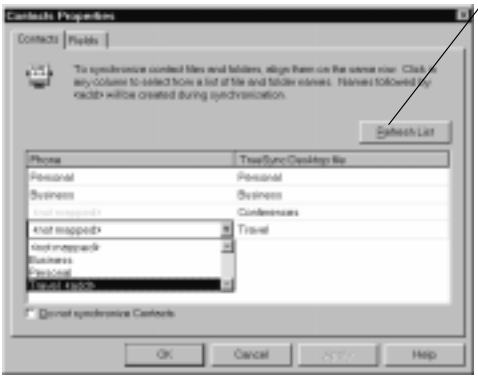
To specify which files, folders, or categories to synchronize:

Select Data | <*datatype*> from the menu to change your synchronization selection.

To synchronize items between clients:

1. Find the row for the item that you want to synchronize.
2. Click in the same row under the other client. A down arrow displays at the right of the column.
3. Click the down arrow to open a list of item choices on that client.
4. Click on your choice from the list:

Each client's column lists the files, folders, or categories available for synchronization on that client. If you add items and do not see them in the list, click the Refresh List button.



If you align <not mapped> in one column with an item in another column, it means that item will not be synchronized.

If you select an item followed by <add>, it will be created during synchronization.

The number of items you can synchronize to a device is limited by the device.

The number of files, folders, or categories that you can select is limited by devices. For example, suppose you have four Contacts folders set up for synchronization to a device, the limit for that device. You then decide to synchronize another Contacts folder. Before you can do so, you will need to

deselect one of your mapped Contacts folders because of the device limit.

Selecting and mapping Contacts fields

The term “mapping fields” refers to matching one client’s field with another client’s field. For example, you might map a field called “Home Phone” on TrueSync Desktop with a field called “Personal Phone” on your device.

To map your Contacts fields:

1. Select Data | Contacts and click the Fields tab.
2. Highlight the files containing the fields that you want to map.
3. Specify how to map the fields. You can choose:

- **SmartMap**™ mapping by clicking the SmartMap button. SmartMap automatically maps your Contacts fields. All you have to do is choose one of the SmartMap options; your choice determines which fields to synchronize. For information about each of the SmartMap options, click the Help button.
- **Customized** mapping by clicking the Customize Mapping button. This option lets you map each pair of fields. To change mapping, click a field, click the down arrow at the right, and select the new mapping from the drop-down list. To save space on your device, unmap any fields you do not normally use.

Changing your preferences

To change the preferences for any client, choose Client | <*clientname*> options. This displays the client’s Options Page described in “Changing synchronization options” on page 46. Depending on the client, there may be additional client preferences; click the additional tab(s), and change the options as desired. For assistance, click the Help button on each page.

Using QuickLists

Depending on the device that you are using, you may have the option to customize your QuickLists. QuickLists reflect the profile that you chose in your device's setup wizard. To change your QuickLists, choose Client | <*devicename*> options, and then click the Edit QuickLists tab. If you need assistance, click the Help button.

Using the Synchronization Log

The Synchronization Log displays messages about your recent synchronization sessions. The messages provide details about the progress and results of the synchronizations.

Select Synchronize | Options to specify how TrueSync displays Log entries. Click the Help button for details.

To get help on error messages, highlight an error and click *F1*.

Setting up multiple users

If you use more than one synchronization configuration, or if more than one person uses the same computer to synchronize, set up an additional user to define each configuration.

To create an additional user:

1. Select Synchronize | Options, and then click the Users tab.
2. Use the Setup Wizard to specify the synchronization preferences for the new user.
3. Select client preferences for the new user by choosing Client | <*clientname*> options.

To specify the user:

1. Choose Synchronize | Set User.
2. Select a user name from the list.

The current username is indicated on the TrueSync window title bar.

To modify the settings for a user:

You can modify the synchronization settings for any user by selecting the user, and changing the settings as described in “Changing the TrueSync setup” on page 45 and “Changing your preferences” on page 48.

6

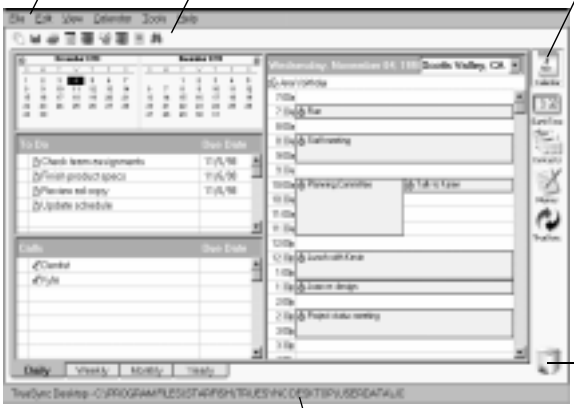
TrueSync Desktop

Using TrueSync Desktop's features

The following illustration shows the Calendar view and identifies the features common to most Desktop views.

Highlight any command on the menu bar and press F1 for help.

Click buttons on the Toolbar to perform tasks quickly, without using the menus. Pause to see a ToolTip identifying the button.



Click an icon on the Deskpad to change to a different Desktop view.

To change how the Deskpad appears and set other display options, choose Tools | Preferences | General.

To delete a card, memo, or calendar activity, drag it to the Delete icon.

The Status bar displays information about the current view. Choose View | Status Bar.

Shortcut menus

If you right-click certain TrueSync Desktop objects, such as a Contact card, Calendar entry, memo, or EarthTime city, a context-sensitive shortcut menu appears. These menus provide basic editing commands and other commands specific to that object or view.

Customizing the Toolbar

To customize the buttons on the Toolbar in the Calendar or Memos view, choose Tools | Preferences | Toolbar; in the Contacts view, choose Tools | Toolbar; or double-click any open space on the Toolbar. The following dialog box appears:

To add a button

1. *Click the button you want to add in the Available buttons list.*
2. *Click the Toolbar button you want to add it before.*
3. *Click Add.*

To move a button, click its name in the Toolbar button list, then click Move Up to move the button to the left or Move Down to move it to the right.

To remove a button, click it in the Toolbar buttons list, then click the Remove button.

- To return the Toolbar to its original view, click the Reset button.
- Any changes affect only the Toolbar for the current view. To customize a different Toolbar, select the desired view and make your changes there.

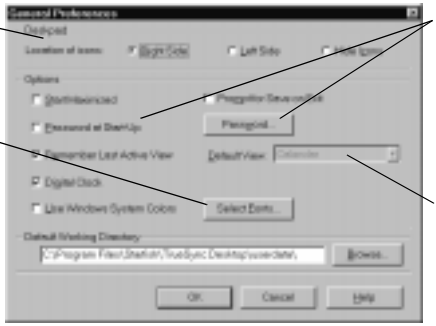
Setting preferences

You can customize TrueSync Desktop by setting its preferences. Choose Tools | General Preferences in the EarthTime and Contacts views or Tools | Preferences | General

in the Memos and Calendar views for overall TrueSync Desktop preferences.

Choose where you want the Deskpad icons.

Change the display fonts for the Contacts and Memos views.



Click Password at Start-Up and set a Start-up password so that only someone with the password can open TrueSync Desktop.

Select which view you want for the default, or check the box to return to the last view used before exiting.

7

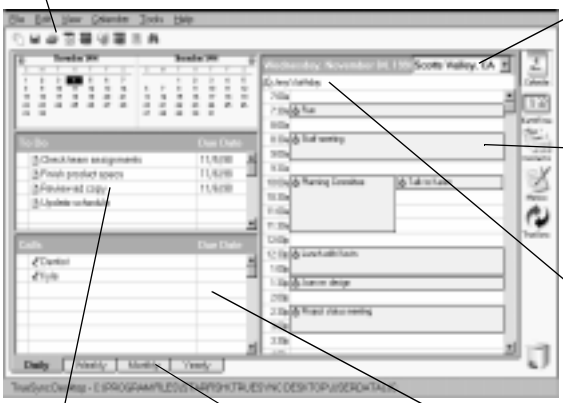
TrueSync Desktop: Calendar view

Using the Calendar view

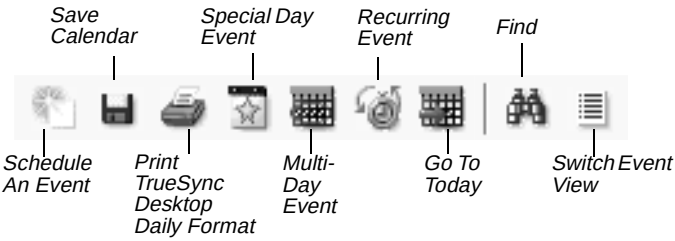
The Calendar view is a powerful tool for helping you organize your appointments and other events. Use the Calendar to schedule events, set reminders, and maintain a list of To Do items and phone calls.

To change to the Calendar view, click the Calendar icon on the Deskpad, press *F6*, or choose View | Calendar.

The following figure illustrates the Calendar Daily view.


A magnified view of the Toolbar is shown below.
Change the Local Time with the Time Zone drop-down list.
The Events pane shows all the scheduled events for today.
Special days and Multi-day events appear at the top of the Events pane.
The To Do pane shows the tasks you need to accomplish—including any you did not complete yesterday.
Click a tab to select the view of the Calendar you want.
The Calls pane shows the calls you need to make.

The Calendar Toolbar:



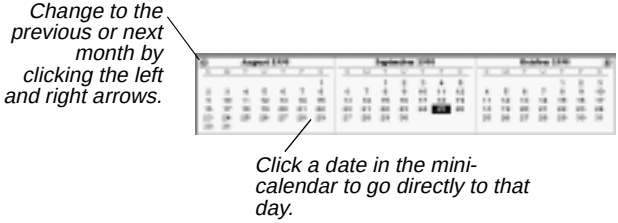
Viewing your Calendar

To go directly to today's calendar:
Click the Calendar icon on the Deskpad.

If you have changed to another date or another view, clicking the Calendar icon once returns you to the previous view, and clicking it a second time goes to today.

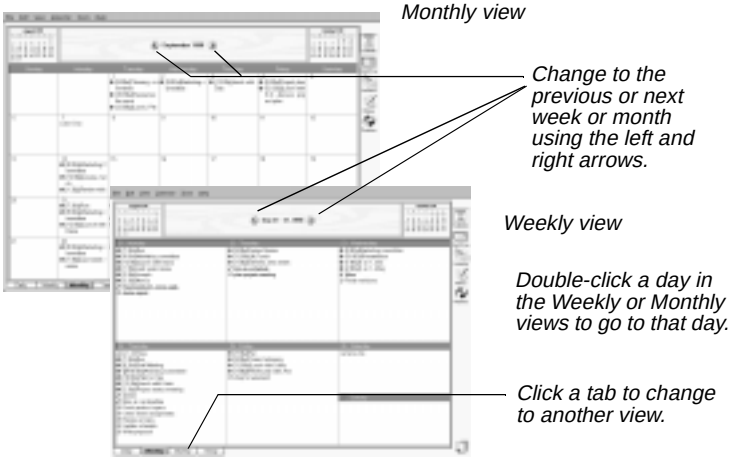
Selecting dates in the Daily view

In the Daily view, the selected date is highlighted in the mini-calendar.


Change to the previous or next month by clicking the left and right arrows.
Click a date in the mini-calendar to go directly to that day.

The Weekly and Monthly views

The Weekly and Monthly views display scheduled activities in standard calendar formats. Change to a view by clicking its view tab.


Monthly view
Change to the previous or next week or month using the left and right arrows.
Weekly view
Double-click a day in the Weekly or Monthly views to go to that day.
Click a tab to change to another view.

The Yearly View

The Yearly view displays only multi-day events, such as vacations and conferences. Change to the Yearly view by clicking its View tab.

Change to the previous or next year using the left and right arrows.

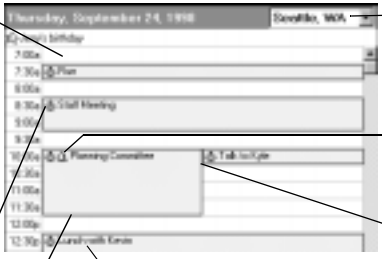
Click a day to go to that day in the Daily view.

Drag the mouse over a range of dates to schedule multi-day events.

Scheduling events

Enter your appointments and scheduled events on the Events list. You can have a maximum of 288 events scheduled

throughout the day, and a maximum of three overlapping events starting at the same fifteen minute time slot.



Create an event by typing in an empty time slot, or click the starting time to open the Schedule an Event dialog box.

Change the Local Time using the Time Zone drop-down list.

The bell icon indicates an alarm.

Overlapping events appear side-by-side.

To change an event's starting time, drag its clock icon up or down.

Click an event and drag its bottom edge to change its ending time.

Double-click an event, or right-click an event and choose Edit, to edit its details.

To create multi-day, special day, or recurring events, choose Calendar | Events and select one of the options.

When you travel: changing time zones

When you schedule events for a trip to a different time zone, select the time zone of your destination in the Schedule an Event dialog box, which opens when you click a starting time.

When you arrive, change the Local Time to your destination, using the Time Zone drop-down list at the top of the Events pane. All events you have scheduled for your trip will appear in the Local Time. In addition, you will be able to see any events back home in "real time," adjusted for your current location.

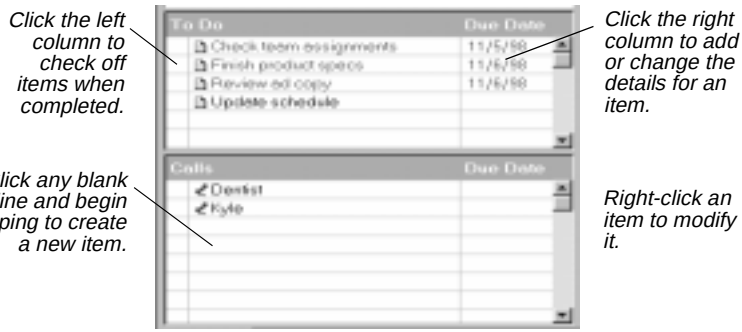
For example, when you enter each appointment for a trip to New York, select the USA Eastern time zone. When you arrive in New York, change the Local Time to New York time. Your events adjust to display in New York time, whether those events are in New York or elsewhere. Thus an event you need to attend in New York at 10 a.m. will appear at 10 a.m. on your

calendar. If you need to phone in during a meeting in San Francisco that occurs at 2 p.m. (San Francisco time), it will appear on your calendar at 5 p.m. (New York time), so you know when to make the call.

After you synchronize to your device and/or service, your device and/or service also displays the appointment times using the Local Time you chose on the desktop.

Entering To Do items and calls

To create a new To Do item or Call, click any blank line in the To Do or Calls panes and begin typing. When you begin typing, TrueSync Desktop places an icon in front of the text.



NOTE You can open calendars from previous versions of TrueSync Desktop and Sidekick in TrueSync Desktop 2.0. In the Calendar view, choose File | Open Calendar, then navigate to the previous version's Userdata directory. Choose the calendar, and click OK. These files will be permanently converted to TrueSync Desktop 2.0 format when opened, so it is recommended that you back up files from earlier versions first.

8

TrueSync Desktop: Contacts view

Using the Contacts view

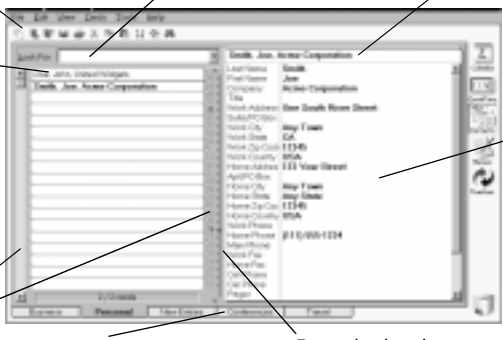
Use the Contacts view to manage personal information stored in cardfiles, each of which can contain full address information and numerous other details about your contacts. Once you have updated your cardfiles, you can use the TrueSync window to transfer them to your device.

To open the Contacts view, click its Deskpad icon, choose View | Contacts, or press *F5*.

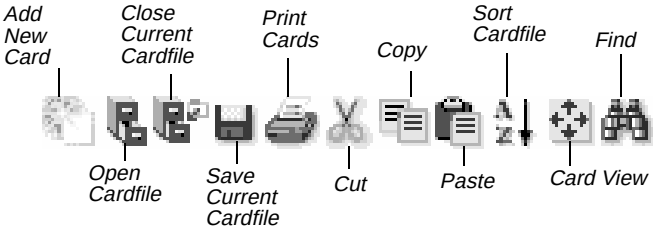
Cardfile basics

In the left pane of the Contacts view is the card list, your visual index to the cards in the *active cardfile*—the cardfile whose tab is selected. In the right pane is the *current card* in the cardfile, which you can edit directly. Each cardfile can contain up to 30,000 cards.

The following figure shows the Contacts view.


A magnified view of the Toolbar is shown below.
Type characters in the Look For box to find a card.
The index line is at the top of each card. It can contain any three fields in the cardfile and is used to sort the cards.
The index lines of cards in the current cardfile. Click one to see the card or modify its contents.
The current card.
To make changes, click the field you want to edit and type the new information. Carriage returns are allowed only in the last field of each card.
Click the scroll bar or letters in the scale to move in the cardfile.
Click a cardfile's tab to change to another open cardfile.
Drag the border to adjust the viewing area.

The Contacts Toolbar:



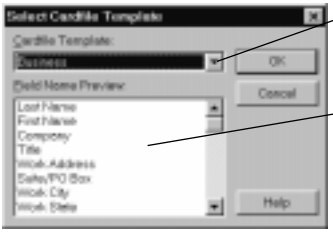
Creating a cardfile

When you create a cardfile, first decide what fields you want on each card. You can create all these fields yourself, or you can use a *template*—an empty cardfile that already has fields in place. If you select a template, you can customize it, keeping some or all of its fields and adding your own.

To create a new cardfile

Choose File | New Cardfile. Choose the template you want from the list that appears, as shown below.

If you want to customize a cardfile, you may find it easier to edit the provided field names of a cardfile template rather than to create all of the field names.



Click the arrow and choose each template individually from the list.

You can see the predefined fields for each template. When you find the best template for your needs, click OK. If you want to define all your own fields, choose None from the Cardfile Template list.

***NOTE:** If no cardfiles are open, use Cards | Define Fields to open this dialog box.*

The new cardfile contains the field names from the template, but no information until you add cards.

Adding cards

To add a card to the cardfile, choose Cards | Add, or click the Add New Card button on the Toolbar. The Add Card dialog box appears with a list of the fields that are set up in the cardfile.

1) Type the information for each field in the list. To move from one field to the next, use the up and down arrow keys or the Tab key.

2) Click Add to insert the card in the cardfile. You can then begin entering information for another new card, or click Close.

9

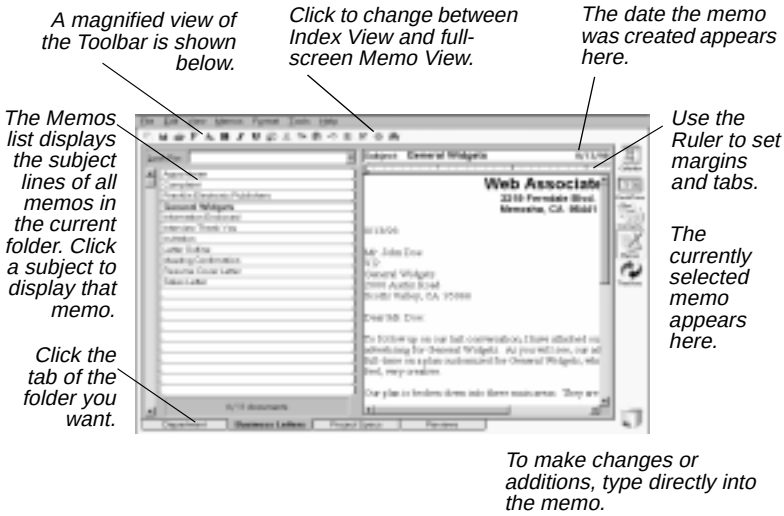
TrueSync Desktop: Memos view

Using the Memos view

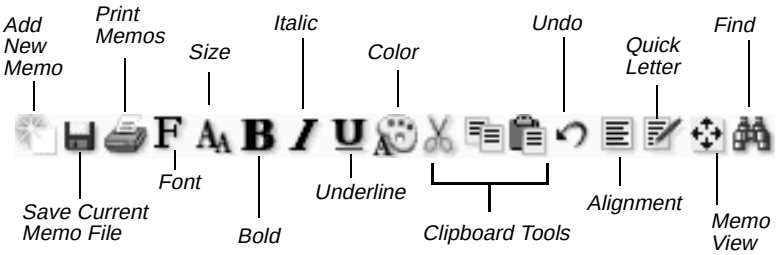
The Memos view lets you create memos, organize them in folders, and save them as files. You can apply formatting to your memos, and you can even create memos to merge with names from a cardfile.

To open the Memos view, click the Memos Deskpad icon, press *F7*, or choose View | Memos.

The following figure shows the Memos view.


A magnified view of the Toolbar is shown below.
Click to change between Index View and full-screen Memo View.
The date the memo was created appears here.
The Memos list displays the subject lines of all memos in the current folder. Click a subject to display that memo.
Use the Ruler to set margins and tabs.
The currently selected memo appears here.
Click the tab of the folder you want.
To make changes or additions, type directly into the memo.

Here is a magnified view of the Memos Toolbar:



Memo files, folders, and memos

Memo files help you organize your memos by topic. A Memo file can contain many folders, and each folder contains one or more memos. Folders in an open Memo file are identified by tabs at the bottom of the Memos screen.

By using folders, you can organize memos according to projects, tasks, people, subject, or any other grouping.

Creating memos

To create a memo

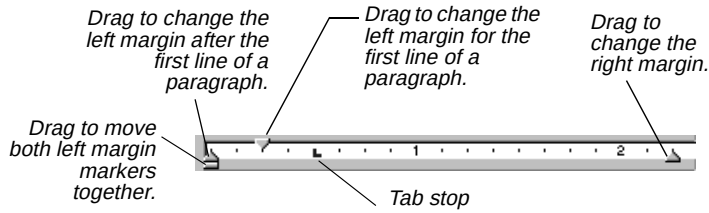
1. Click the tab of the folder into which you want to place the memo.

2. Click the Add New Memo button or choose Memos | Memo | Add. A new, blank memo appears, with the insertion point in the subject line.
3. Type a subject, and then press the Enter key to move into the body of the memo.
4. Type and format your text.

Changing margins and tabs

Use the ruler when you want to change margins or set a tab stop. To change more than one paragraph, select the paragraphs before you adjust the ruler.

If you do not see the ruler below the Subject, choose View | Ruler.


Drag to change the left margin after the first line of a paragraph.
Drag to change the left margin for the first line of a paragraph.
Drag to change the right margin.
Drag to move both left margin markers together.
Tab stop
To add a tab stop: click on the ruler where you want it.
To move a tab stop: drag it along the ruler.
To delete a tab stop: click it, and drag downward, away from the ruler.

If you create a new paragraph by pressing Enter at the end of an existing paragraph, the new paragraph retains the margins and tabs of the existing paragraph.

10

TrueSync Desktop: EarthTime view

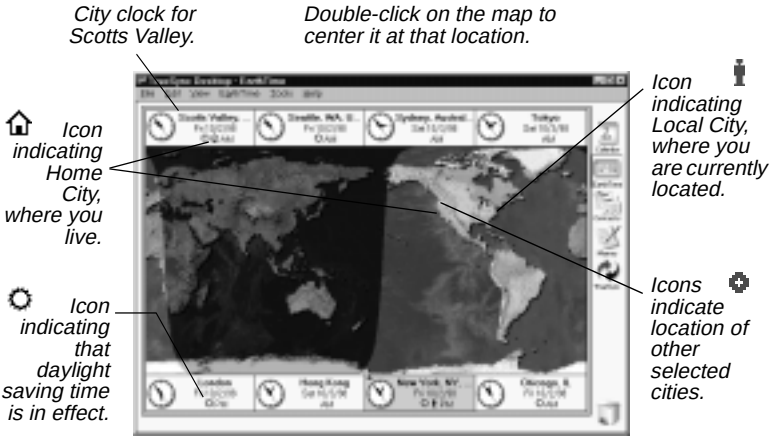
EarthTime displays a map showing daylight and nighttime around the world, and shows the current time in eight different cities you select. You can use EarthTime to calculate the difference in time between two locations, and you can configure it to show both your home location and the local time as you travel.

To open EarthTime, click the EarthTime icon in the Deskpad or choose View | EarthTime. The Deskpad icon shows the current time.

Depending on the device, your EarthTime settings, such as the Home clock, Local time, and the other world clock settings, may be transferred to your device when you synchronize.

The EarthTime map

When you click the EarthTime icon, you see a map of the earth. Light areas are in daylight, and the shading represents nighttime.


City clock for Scotts Valley.
Double-click on the map to center it at that location.
Icon indicating Home City, where you live.
Icon indicating Local City, where you are currently located.
Icon indicating that daylight saving time is in effect.
Icons indicate location of other selected cities.

Selecting cities

To change one of the displayed cities:

Click the panel containing the city you want to change.

1 Click the city panel and choose Select a Different City from the shortcut menu.
2 Specify a country, or view cities from all countries.
3 Choose a city from the list.
EarthTime has a database of over 540 cities from which you can select world city clocks to display.

Changing the Local Time

Change the Local Time when you travel to display all your events in the current local time. For more details, see "When you travel: changing time zones" on page 59.

To change the Local Time when you change time zones:

1. Set one of the eight city panels to display the local city.
2. Click the panel containing the local city and click Set as Local Time from the shortcut menu.

An icon appears, to indicate the Local Time city.

Changing the Home Clock

Your Home Clock indicates the time where you live. It should be set automatically when you first start TrueSync Desktop.

To change your Home Clock

1. Set one of the eight city panels to display your home city.
2. Click the panel containing your home city and click Choose As Home Clock from the shortcut menu.

   An icon appears in the Home Clock panel.

11

TrueSync Desktop: Printing

Using the Printing options

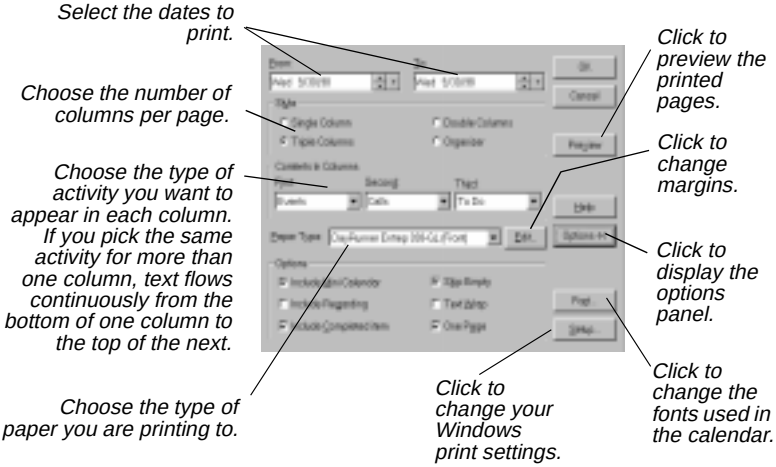
You can print from the Contacts, Calendar, or Memos views to a variety of formats, using either preprinted or customized forms. Preview your output before you print it to save time and materials.

Calendar printing

Select from a variety of formats for printing calendar activities, including TrueSync Desktop's daily, weekly, monthly, and yearly views. You can also print to paper forms for several popular organizers.

Printing in the daily format

Choose File | Print | Truesync Desktop Daily Format from the Daily view of the Calendar.


Select the dates to print.
Choose the number of columns per page.
Choose the type of activity you want to appear in each column. If you pick the same activity for more than one column, text flows continuously from the bottom of one column to the top of the next.
Choose the type of paper you are printing to.
Click to change your Windows print settings.
Click to preview the printed pages.
Click to change margins.
Click to display the options panel.
Click to change the fonts used in the calendar.

Printing different formats

To print different calendar formats, including one-, two-, and six-week, monthly and yearly calendars, change to the view (Weekly, Monthly, or Yearly) that you want to print and Choose File | Print.

You can print using any paper size, including paper sized for your personal organizer.

Printing in Contacts view

You can print individual or several cards in the Contacts view.

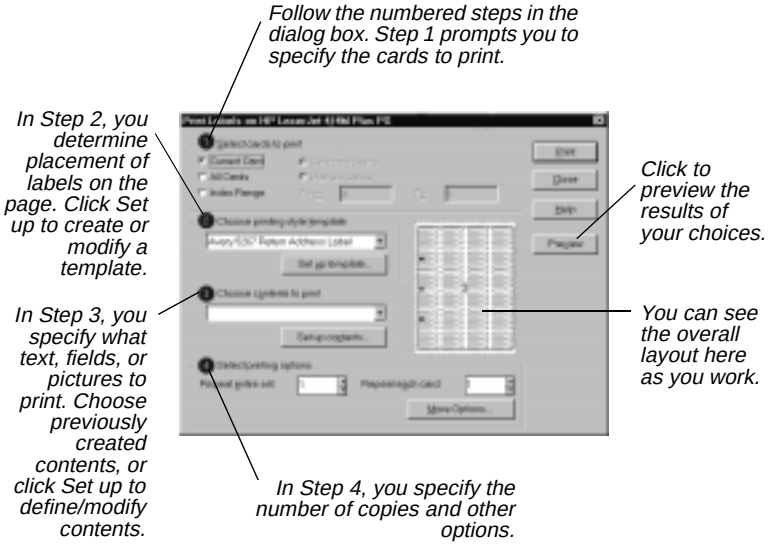
To print one or more cards, choose File | Print | Cards, or click the Print button on the Contacts Toolbar. You can specify how many cards to print per page.

Printing labels, address book pages, and envelopes

You can also print Contact information using almost any label, address book page, or envelope size. Templates let you print in a variety of popular label, index card, and address book formats. You can modify these formats or create your own templates.

To print labels, address book pages, or envelopes

Choose File | Print, and select Labels, Address Book, or Envelopes. The Print Labels dialog box is shown in the example below.


Follow the numbered steps in the dialog box. Step 1 prompts you to specify the cards to print.
In Step 2, you determine placement of labels on the page. Click Set up to create or modify a template.
In Step 3, you specify what text, fields, or pictures to print. Choose previously created contents, or click Set up to define/modify contents.
In Step 4, you specify the number of copies and other options.
Click to preview the results of your choices.
You can see the overall layout here as you work.

The numbered steps are designed to help you specify what to print and arrange it within the print area available. The procedures for using all three dialog boxes are the same, but involve different templates and content arrangements.

Once you have specified the information in the four steps, click Preview to see the result. Click Print when you are ready to print.

Printing in the Memos view

To print memos, choose File | Print from the Memos view, or click the Print button on the Memos Toolbar. The Print Memos dialog box appears.

You can print a single memo, all of the memos filed in specific folders, selected memos, marked memos, or, after a search operation, memos listed in the Found window.

Index

A

adding
- cards 63
- icons to Toolbars 52
- memos 67
- tab stops 68

address book, printing 75
addresses 61
alarms 19, 59
alphabetical tabs 14
altering time zones 28
appointments, scheduling 58
arranging cards 15

B

batteries
- removing and installing 32

battery icon 32
buttons (Toolbar)
- changing 52
- removing 52

C

cable 31
Calendar 55
- Calls pane 56, 60
- changing dates 57
- changing time zones 59
- Daily view 57
- events 58
- Events pane 56
- printing 73, 74
- To Do pane 56, 60
- views 57

Calendar views 19
call memory 13
Calls pane (Calendar) 56, 60
canceling a call 13
canceling events 21
card list (Contacts) 61
card views 14
cardfile
- select 14

cardfiles 61
- creating 62

cards, adding 63
changing
- Calendar dates 57
- client preferences 48
- Contact cards 62
- EarthTime clocks 71
- EarthTime locations 70
- fonts 53
- memo margins 67
- print settings 74
- synchronization options 48
- time zones 59
- To Do items and Calls 60
- Toolbar buttons 52
- TrueSync Desktop 52

changing cities 27
changing time zones 27
changing your password 29
checking off To Do items 23
cities, EarthTime 70
cleaning 33
clients
- changing preferences 48

clock
- setting 27
- time zones 28

clocks, EarthTime 71
connecting the Clip-On 31
Contacts 61
- adding cards 63
- creating new files 62
- editing 62

printing cards 74
removing 18
tabs 14
templates 62
Contacts icons 14
creating
cardfiles 62
events 58
memos 67
To Do items and Calls 60
creating Contacts 16
creating events 20
creating QuickNotes 25
creating To Do items 23
customizing
Toolbars 52
TrueSync Desktop 52

D

Daily view 19
Daily view (Calendar) 57
dates, changing 57
default directories 53
default views 53
deleting 51
deleting Contacts 18
deleting To Do items 24
Deskpad 51
device information 30
dialing numbers 13
directories, default 53
displaying telephone numbers 15
Down key 8

E

EarthTime
resetting clocks 71
selecting cities 70
Edit mode 7
editing 9
Calls 60
contacts 62
events 59
To Do items 60
e-mail addresses 15
ending a call 13
ending times, events 59
entering text 9
envelope icon 14
envelopes 75
events
canceling 21
creating 20
maximum scheduled 58
overlapping 59
rescheduling 21
scheduling 58
viewing 19
Events pane (Calendar) 56, 58

F

files, memo 66
folders, memo 66
fonts 53
full-screen view, memos 66

G

getting started 8
globe, EarthTime 69
Go to today shortcut 56

H

hardware requirements 36
help 39
Home Clock 71
Home clock 26
Home key 7
house icon 14

I

icons

Toolbars 52
index cards, printing 75
Index View, memos 66
installation 36, 37
requirements 36
upgrading 36
installing batteries 32
international time zones 69

K

keys 8

L

labels 75
lettered tabs 14
letters 65
Local Time 26, 71
changing 59

M

mailing labels 75
making a call 13
map, EarthTime 69
margins 67
meetings
scheduling 18
meetings, scheduling 55
Memos 65
creating memos 67
formatting memos 67
memo files 65, 66
printing 76
removing 25
viewing 25
menu 7
menu bar 51
menus, shortcut 52
mini-calendar 57
Monthly view 19
Monthly view, Calendar 57
multi-day events
viewing 56

N

new batteries 32
new Contacts 16
new events 20
notebook icon 14

O

online help 39
opening
Calendar 55
Contact cardfiles 62
EarthTime 69
Memos view 65
organizing
tasks 55
overview, TrueSync Desktop 51

P

password 30
password, setting 53
placing a call 13
preferences 28
client 48
general 52
previewing printing 75
printing
address books 75
calendar formats 73, 74
Contacts cards 74
envelopes 75
index cards 75
labels 75
memos 76
previewing 75
product care 33
product requirements 36
profile 8
protecting 33

Q

QuickNotes
- creating 25
- removing 25
- viewing 25

R

Readme file 37
recently dialed numbers 13
registering TrueSync Desktop 37
reminder alarms 19
removing batteries 32
removing Contacts 18
removing To Do items 24
rescheduling Do items 24
rescheduling events 21
resetting EarthTime clocks 71
re-sorting cards 15
ruler (memos) 67

S

scheduling calls 18
scheduling events 58
Select key 7
selecting profiles 8
setting
- default directories 53
- default views 53
- margins 67
- preferences 52

setting alarms 19
setting the clock 27
setting up calls 18
setting up for synchronization 31
setting up meetings 18
Setup Wizard 8, 38
shortcut menus 52
sorting cards 15
special days, viewing 56
StarTAC Clip-On Mobile Organizer
- batteries 32
- Calendar 19
- connecting 31
- Contacts 14
- features 7
- keys 7
- making a call 13
- Memos 25
- Preferences 28
- product care 33
- To Do items 22

starting times, events 59
starting TrueSync Desktop 38
starting TrueSync Plus 41
start-up password 53
Status bar 51
status bar 8
synchronization
- log 49
- options, changing 48
- setting up 41
- starting 41
- stopping 45

T

tab stops (memos) 67
telephone calls 13
telephone icon 14
telephone number display 15
templates (Contacts) 62
text
- margins 67
- tabs 67

text entry 9
time zones 27, 69
- changing 59, 71

To Do items 22
- checking off 23
- creating 23
- removing 24
- rescheduling 24

To Do pane (Calendar) 56, 60
Toolbars 51

Calendar view 56
changing buttons 52
Contacts view 62
customizing 52
removing buttons 52
TrueSync window 44
traveling, scheduling events 59
TrueSync 41
Setup Wizard 41
starting 41
stopping synchronization 45
synchronization log 49
TrueSync Desktop
customizing 52
installing 36
overview 51
registering 37
setting up 38
starting 38
TrueSync Plus 41
turning off alarms 19

U

uninstalling TrueSync Desktop 37
Up key 8

V

View key 7
viewing
multi-day events 56
special days 56
time zones 69
viewing events 19
viewing To Do items 22
views
Calendar 57
common features 51
Contacts 62
customizing 52
EarthTime 69
Memos 66
printing Calendar 74
setting default 53

W

Web site addresses 15
Weekly view 19
Weekly view, Calendar 57
Wizard, Setup 38
World clock 26
world map 69

Y

Yearly view, Calendar 58

Z

zones
changing time 27